

ELEMENTS OF THE DIRECTOR'S OVERVIEW

The Director's Overview is meant to be a narrative that explains the grant packet and answers any questions a reviewer might have regarding the packet. It should explain the figures on the SPOC form rather than restating them. The overview should be comprised of the following sections:

- Program Narrative
 - This section should provide a succinct explanation of the program including major goals. It should include information regarding the following (if applicable):
 - Sub-awards
 - Position requests or changes
 - Business Case
 - Involvement of other state agencies
- Budget Comparison
 - Explain any budget changes from the previous year including the reason for the change and how this will impact the program.
 - Include outlook for future funding and how this will impact the program.
- Relationship to the State Budget
 - Explain the state match requirement including any increase or decrease from previous year.
 - How will this increase or decrease impact the department?
- Additional Information (if applicable)
 - Additional information explaining any unusual circumstances regarding the grant should be included.